

**Internal Memo**

\*\*\*\*\*

**To: Amely Jurgenliemk, Assistant, Office of the Secretary-General****From: Kathleen Perry, Employment Equity Coordinator****Date: June 7, 1993**

\*\*\*\*\*

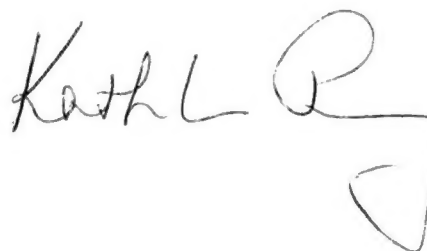
Please find attached the latest version of the proposed revisions to the Employment Equity Policy. It was approved by the Office of the Rector meeting last week to go to the June Board of Governors meeting.

As you are aware, in March the Board requested that more consultation with the University community be undertaken. Please see the attached memo of March 31, 1993 for a complete listing of who was sent the policy revisions. In addition, the policy was discussed in a Senate meeting.

The vast majority of responses were supportive of the policy revisions. However, on the first page there are two changes to the policy as presented in March. The first change was suggested by Me George Lengvari, a Board member and the second by Professor Steven Scheinberg, a Senate member. These sections are underlined.

I feel that with this further consultation and changes to the policy revisions we have clarified many issues related to Employment Equity. I would be happy to attend the Board meeting if it would be of assistance.

Many thanks for all your help.

A handwritten signature in cursive script, appearing to read "Kath L Perry", with a large, stylized loop at the end.

enc.

\*\*\*\*\*

INTERNAL MEMORANDUM

CONCORDIA UNIVERSITY

EMPLOYMENT EQUITY AND POLICIES

S-K 120

\*\*\*\*\*

TO: See distribution list

FROM: Kathleen Perry, Employment Equity Coordinator

DATE: 31 March 1993

At the March Board of Governors Meeting, the enclosed revised Employment Equity Policy was tabled. The Board members expressed a need for further consultation. I am sending you a copy of the 1986 policy as well as a letter to Marie-Andrée Robitaille which highlights the three areas of change.

In order for the policy to be approved at the May 1993 meeting, I need your comments. Please forward them to me by April 14, 1993. You can, of course, also call my office at 8749.

Many thanks.



Distribution list:

Members of the Consultative Committee on Employment Equity (CCEE)

Dr. Maurice Cohen

Dr. Hal Proppe

Garry Milton

Executives of the following unions:

Maintenance Workers of Loyola Campus

S.C.O.M.M. - Power Plant - Loyola

S.C.O.M.M. - Plumbers - SGW

S.C.O.M.M. - Electricians - SGW

S.C.O.M.M. - Power Plant - SGW

S.C.O.M.M. - Distribution Services - SGW

S.C.O.M.M. - Architectural Maintenance Division - SGW

V.L.A.N.P.E.

N.U.S.G.W.U.E.

Technical Sector - CSN

C.U.S.S.U.

C.U.F.A.

C.U.P.F.A.

Education Part-Time Faculty Union

Bram Freedman

Dean Martin Kusy

Dean Robert Parker

Dean Christopher Ross

Dean M.N.S. Swamy

Dean Gail Valaskakis

KP/bc

Encls.

Draft June 1, 1993

## EMPLOYMENT EQUITY POLICY

### Scope

The policy applies to all employees of the University.

### Policy

In keeping with its mission, Concordia University is committed to Employment Equity. The University's goal is to achieve and maintain a workforce which is representative of the many diverse groups in our society.

The University shall promote the full participation and advancement of qualified candidates from groups which have traditionally been under-represented, especially women, aboriginal peoples, visible minorities and persons with disabilities (the designated groups).

Employment equity can be defined as employment practices designed to eliminate discriminatory barriers that interfere unreasonably with employment options, and to provide access to the fullest opportunity to exercise individual potential.

The University will not under any circumstances permit employment practices and procedures in contravention of the Québec Charter of Human Rights and Freedoms which prohibits discrimination and harassment on the grounds of race, colour, sex, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap.

The University affirms its commitment to equal opportunity in employment in that all present and potential university employees shall receive equitable treatment and consideration. For present university employees, this includes access to preparation and opportunities for transfer, promotion, and advancement within the University. This commitment is consistent with good management practice for long-term planning, effective use of human resource potential, and the recognition of individual merit and achievement. It should be noted that those defined as Canadian or permanent residents at the time of application shall be given first consideration.

The objectives of the Employment Equity Policy are:

- To regard individual merit as the prime criterion for the treatment of present university employees and the employment of prospective university employees.

- To ensure that all university employees are encouraged to develop their abilities and aspirations without being subject to discrimination and harassment, and without barriers which may result, however unintentionally, from policies, behaviour, or attitudes.
- To achieve a more representative distribution and balance in employee complement across ranks, job levels, and employment categories.

### Procedures

1. The University will communicate this policy through managers and supervisors who are responsible for the implementation of the policy. It is their responsibility to communicate this policy to employees reporting to them.

To act upon its commitment, the University shall:

- Foster and endorse behaviour that advances employment equity;
- Examine and as necessary alter any policy and practice that has the result of unreasonably preventing or limiting the provision of equality in employment in hiring, promotion, remuneration, training, professional development or working conditions;
- Monitor University documents and other official communications to ensure that they are free of discriminatory language and sex-role or other stereotyping.
- Maintain the Office of Employment Equity whose responsibilities include the collection and analysis of employment workforce data and the development of action plans in consultation with unions and employee groups, including goals and timetables as well as any special measures and reasonable accommodation
- Adhere to supportive programmes such as, for example, the Québec government's Programme d'accès à l'égalité and the Federal Contractors Programme

### 2. The Consultative Committee on Employment Equity

The committee's mandate is to provide advice and assistance to the Employment Equity Coordinator regarding the development and implementation of the policy. The committee shall be chaired by the Employment Equity Coordinator.

The committee shall be composed of representatives nominated by each of the following:

- the Offices of the Vice-Rector, Academic; the Vice-

Rector, Institutional Relations and Finance; the Vice-Rector, Services and the Secretary-General (three members)

- Human Resources (1 member)
- CUFA (1 member)
- CUPFA (1 member)

and 2 members chosen by the Electoral College to represent staff.

3. The University shall develop and periodically review a statement which indicates Concordia's commitment to Employment Equity. It shall be included on internal job postings as well as external advertisements.

4. The Vice-Rector, Institutional Relations and Finance is responsible to the Rector for the administration of this policy.

Appendix to the Employment Equity Policy

1. Office address: Annex K, 2150 Bishop Street, Room 120
2. Office telephone: 848-8749  
fax 848-4515